

## U. S. NAVAL FORCES JAPAN MLC/IHA VACANCY ANNOUNCEMENT

**Position Title:** Accounting Technician #7, 1-4  
**Announcement No:** A-03-116  
**Employment Type:** Permanent - Full Time Position  
**Base Pay:** 1-4: 185,600 yen per month or above (LAD: 2)  
**Location:** Naval Air Pacific Repair Activity, Atsugi  
**Work Schedule:** 40 HRS/WK (Mon –Fri, 0730 – 1630)  
**Open:** 09/23/03  
**Cut Off:** 1<sup>st</sup> Cut Off: 09/30/03 (Subsequent Cut-Off every Tuesday)  
**Close Date:** Open Until Filled  
**Area Of Consideration:** Current USFJ Permanent Employees and Off Base Applicants

### **MAJOR DUTIES:**

Receives travel order and training request, provides fund citation and cost estimate on travel orders and training requests for military, USCS and MLC assigned at HQ and SERF. Cost estimate involves researching and using the internet to look up the most current travel, per-diem and miscellaneous expense rate from the Joint Federal Travel Regulations for Military and Joint Travel Regulations, Vol II for Civilians. Maintains electronic and automated record of travel and training requirements and actual costs by department to preclude over obligation against budget allocation. On a quarterly basis, requests all department heads to provide their updated travel and training requirements to update their budget plan for the remainder of the fiscal year. Submits the detailed requirements plan to the Budget Analyst to be included in the 4A6A budget plan. Receives approximately twenty (20) NAPRA customers (Navy, Marines, Air Forces activities and Air Wings Groups) funding authorizations, processing all funding documents, cost accounting and financial transactions for each customers. Processes Delivery Order Requests (DORs) to Defense Contract Management Agency (DCMA) citing the appropriate accounting classification and cost estimate for each customer service requirements. Prepares Fund Status, processing Invoices, provide monthly fund status for each customers and maintains files of all related records. Receives and monitors travel order obligations processed by NAPRA's new automated travel order system called Travel Manager, V8.1 Ensures all data is recorded accurately by reviewing and monitoring actual payments and making any necessary cost adjustments to the original obligations. Reviews and monitors all outstanding and un-liquidated travel and training obligation in SIGMA/SAP and follows up with the respective personnel to ensure travel settlement vouchers are prepared and submitted for processing and clearing of any outstanding travel obligations. Receives and processes monthly commercial invoices for rental of facsimiles and copy machines, commercial telephone and other commercial transportation for payment at DFAS, Japan, Vendor Pay Division. Maintains record and files to preclude exceeding contract limitation and total authorizations. Performs other related and incidental duties as assigned by the supervisor.

### **OTHER WORK CONDITIONS:**

1. Good command of English and Japanese in writing, reading and speaking.
2. Must be able to use computers to operate (Word, Excel).
3. Driver's License.

### **INSTRUCTIONS FOR APPLICANTS:**

- Non-Japanese applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of alien registration certificate to your application.
- Former US Military Retirees: Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel to be considered. Please attach approval letter and DD Form 214 to your application.
- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment

### **HOW TO APPLY**

Send us either English or Japanese MLC/IHA APPLICATION FORM (HRO ATSUGI FORM FEB 02) or resume with equitable information to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement. To be considered for selection, resume must include at least the following information: Full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. **Applications and attachments will not be retrieved for duplication or for return.** All applicants must meet eligibility requirements by respective closing date. Ineligible applicants will not be referred for consideration.

U. S. Naval Air Facility, Atsugi (Box 12)  
Human Resources Office  
Ayase-shi, Kanagawa-ken  
〒252-1101

### **NOTE:**

- 1) Make sure you annotate “**Announcement No (A-03-116)**” to your resume.
- 2) All applicants must meet eligibility requirements respective closing date. Ineligible applicants will not be referred.